USSA Alpine Masters
Results Submission Checklist

Results submission to USSA for an Alpine Masters race should follow the standard procedure for a USSA non-scored race. All forms and instructions for the current season are posted on the USSA web site on the Alpine Officials Resources page.   Download and unpack the **Alpine Master Packet of Forms** to ensure that you have the current season versions of all forms needed.

http://alpine.usskiteam.com/alpine-programs/officials/resources
http://media.ussa.org/Public/Athletics/CompServices/MiscForms/MASTER PACKET FORMS - 14-15.zip

The complete instructions for preparing and submitting the USSA race results packet for an alpine masters race is provided in document **50 USSA Race Result Document Packets**. This checklist summarizes the forms and procedures you will need for submitting your masters races results.

USSA Temporary and Masters License Forms

 Immediately after your race, send any temporary weekend license forms or full Masters competitor license forms accepted on-site, along with payments, to:

> **USSA Membership**
> PO Box 100
> Park City, UT 84060

Any competitors racing with a temporary weekend license should be listed in the race file with a USSA license number "TEMP1", "TEMP2", "TEMP3", etc.

Electronic Submittal of Race Results

The official results XML for each race must be submitted electronically to **alpineresults@ussa.org**. For a masters race, you must have two schedule agreements and race codes, one for each gender, and the results xml from your race must be submitted separately by Men and Women even when the race was conducted with a mixed-gender field.   The transmittal name in the email subject for results XML is the race code "Mdddd" with the 4-digit race code number.

The standard USSA Split Second Timing software supports submitting your masters race results split by gender, so to send the results XML to USSA you will use the "Send SkiData Files" operation twice (answer "yes" when the dialog opens asking whether you are sending the results to USSA, then choose M or W gender to send the corresponding gender results data).

Race Results Document Packet

The results document packet may be submitted electronically, as a single PDF file containing copies of all necessary documents, or on paper by mailing the hardcopy documents to USSA.   Follow the specified order for the submitted documents for either electronic or hardcopy submission of the results packet. Electronic submission as a PDF document is encouraged and can be prepared by collecting and scanning the results packet documents and then assembling into a single master PDF file. The transmittal name in the email subject for the results packet is the race code "Mdddd, Mdddd" with the 4-digit race code numbers of the men's and women's races.

To submit electronically, send the result packet PDF to resultpackets@ussa.org with the USSA transmittal numbers as the email subject (e.g. "M0001, M0002"). For paper copy submittal, mail to:

> **USSA Competition Services**
> **P.O. Box 100**
> **Park City, UT 84060**

Results Packet Document Checklist

Required:

	Document	Master Packet Form	NOTES
1	Race Transmittal Sheet	*[generated by race software]*	Schedule agreement fields and officials; signed by TD
2	TD Report	37 USSA TD Report	Signed by TD
3	*TDTR (*)*	*41 USSA Timing & Data Technical Report*	***Only required for championship events; ordinarily not filed for division races*
4	Official results	*[generated by race software]*	Signed by TD
5	Referee report(s)	31 Report by Referee	Signed by referee; 1 per run
6	Minutes of Jury Decisions (w/o protest)	34 Minutes Jury Decisions WO Protests	Record of all jury meetings and votes, with signatures

(*) Timing & Data Technical Report is only required for championship events (e.g., regional and national masters championships). Not otherwise required for non-scored events and typically ***not*** filed for division-level races.

*Masters events typically do not have a formal Program/Team Caption's meeting, so TCM minutes are usually **not** included in a masters race results packet.*

Optional:

If applicable, also include forms for any protests or accidents (American Specialty Insurance reports; TD accident form, per guidelines for serious accidents) and any volunteer registration forms.

	Document	Master Packet Form	NOTES
1	Protests and Jury Minutes	32 Protest Form 33 Minutes Jury Decisions Protest	Record all jury votes on protests, with signatures
2	ASI reports (*)	55 American Specialty First Report of Accident	Must be filed for all accidents involving USSA member athletes, coaches or officials
3	TD Accident Form	57 TD Accident Report	Optional in addition to ASI forms
4	USSA Volunteer forms	16 USSA Volunteer Competition Worker Registration	

(*) American Specialty Insurance (ASI) reports may be filed online (preferred)